

How to file or register with us

General filings

Customer Service Center

**Location: 14 N. 18th Ave., Phoenix
602-542-6187 Fax 602-542-7386**

- Uniform Commercial Code (UCC) and certified searches*
- Trademark, tradenames, limited partnerships, foreign limited partnerships, and limited liability partnerships*;
- Federal tax liens, notices, and certificates;
- Intergovernment agreements;
- Open meetings notices;
- Registration of charities, contracted fund raisers, and telemarketers*; and
- Notary public commissions;
- Certification of notarized documents, rules, and laws.

Elections Services filings

**Location: 7th Floor of the Executive Tower,
1700 W. Washington, Phoenix
602-542-8683 Fax 602-542-6172**

- Information on certification of state candidates, initiatives and referenda for election ballots;
- Certified results of statewide elections*;
- Registration for lobbyists; filing of campaign finance reports*;
- Information on the testing and certification of county voting devices; and
- Information on training and certifying county election officials.

Southern Arizona Satellite Office

**Location: 400 W. Congress, 2nd Floor,
Rm 252, Tucson**

520-628-6583 Fax 520-628-6938

- Many publications and services listed in the guide can be picked up at the Tucson location.



The Office of the Secretary of State is an equal opportunity employer. Requests for reasonable alternate formats or accommodations can be made five days in advance by contacting the Secretary of State's ADA Coordinator at (602) 542-4919 or TDD (602) 255-8683.

Duties of the Arizona Secretary of State's Office

The Secretary of State's Office is a filing office. Duties are prescribed by the Arizona Constitution and Arizona Revised Statutes.

Serves as **acting Governor** when the Governor is absent from the state. (The Secretary of State, if holding office by election, is first in line to succeed the governor in the event of death, resignation, removal from office, or permanent disability to discharge the duties of the office.)

Serves as Official **Custodian of the Great Seal of Arizona** and affixes the Great Seal on all official documents.

Attests to all official **acts** of the **Governor**.

Certifies witnessing officer on documents going to foreign countries (apostille - according to the 1961 Hague Convention).

Files administrative rules of state agencies, boards and commissions and maintains the official rules* of state agencies adopted under the Arizona Administrative Procedure Act.

Serves as **Chief Election Officer** for the State and certifies candidates and measures to the ballot and election results*.

Registers trade names and trademarks* and issues certificates of registration.

Distributes publications as prescribed by law including but not limited to the *Residential Landlord and Tenant Act* and the *Arizona Blue Book, a guide to state and local government*. Publishes other documents and handbooks (see back page).

Records **limited partnerships, foreign limited partnerships, and limited liability partnerships***.

Registers charitable organizations* and **contracted fund raisers***

Serves as the **Registration Officer for Lobbyists*** and registers and files expenditure reports made by principals, public bodies, and lobbyists.

Files intergovernmental agreements (contracts entered into by two or more public agencies).

Files a **register of certified public accountants**.

Registers telemarketers*.

Publishes the **Arizona Administrative Code** and the **Arizona Administrative Register*** (rulemaking activities of state agencies, board and commissions).

Serves as Administrator of the **Uniform Commercial Code**, records all financing statements, continuations, amendments, assignments, or terminations (partial or complete) as applicable to the Secretary of State and handles requests for searches* of filed documents and files notices of disposition of collateral.

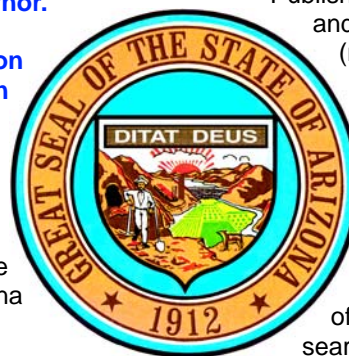
Commissions Notaries Public for four-year terms and certifies notarized documents going to other states and foreign countries.

Receives, assigns chapter numbers, and **files bills and resolutions** passed by the legislature.

Files oaths of office for supreme court justices, court of appeals and superior court judges and the governor's appointees to state offices, boards, and commissions.

Files **city charters**.

Files **abstracts of votes for multi-county election districts**.



* Many items in this brochure can be found on our Web site, www.azsos.gov. Computer access to the Secretary of State's home page is available at our Phoenix and Tucson locations, Monday through Friday, 8 a.m. to 5 p.m. except state holidays. Copies of filings are available at 10¢ per page. Call for prices and availability.

PUBLICATIONS

Election Services Election, lobbyist, campaign filing, and campaign finance information

(602) 542-8683 Fax (602) 542-6172

e-mail: elections@azsos.gov

Elections and Electors; Initiative, Referendum, and

Recall (A.R.S. Titles 16 & 19 annotated) \$4.00

Election Information for Candidates Booklet Free

Arizona Political Maps - Legislative and

Congressional Districts \$2.00

(add \$1.25 if the material must be mailed)

Campaign Contributions and Expenses

(A.R.S. Title 16, Ch. 6) Free

Arizona Campaign Finance Instructions/Forms Free

Lobbyist Handbook Free

Lobbyist List, with or without binding Call for price

Customer Service Center - Business Services

Uniform Commercial Code, limited partnership, trademark, or trade name information

(602) 542-6187 e-mail: ucc@azsos.gov

trades@azsos.gov charities@azsos.gov

Notaries public information

(602) 542-4758 e-mail: notary@azsos.gov

Uniform Commercial Code (A.R.S. Title 47) \$17.40

Trade Name and Trademark Laws Free

Limited Partnership Acts Free

Contracted Fundraiser Law Free

Charitable Organizations Law Free

Notary Handbook (now includes laws) Free

Telephone Solicitation Law Free

Publications - Public Services

(602) 542-4086 Fax (602) 542-4366

e-mail: pubs@azsos.gov

Arizona Administrative Code (10-volume set) \$450.00

Code annual supplement \$125.00

Code Title/Chapter Price List Free

Arizona Administrative Register, each \$7.00

Register annual subscription (weekly) \$276.00

Arizona and U.S. Constitutions \$2.00

Arizona Blue Book, '07-'08 edition softbound \$12

hardbound \$25

Boards and Commissions (Semi-Annual Index) \$7

Bingo Law and Rules \$3.00

Chaptered (Legislative) Bills - Call for list Free

Residential Landlord and Tenant Act Free

JAN BREWER

SECRETARY OF STATE

1700 W. WASHINGTON, 7TH FL.

PHOENIX, ARIZONA 85007

Web page: www.azsos.gov



Voter Registration
Hotline

call 1-877 THE VOTE



The Arizona Secretary of State's Office

1700 W. Washington, 7th Floor

Phoenix, Arizona 85007-2888

602-542-4285 Fax 602-542-1575

Toll-free number (state-wide) 1-800-458-5842

e-mail: sosadmin@azsos.gov

www.azsos.gov



February 2008

Welcome from the Arizona Capitol in Phoenix.

Thank you for your interest in the Secretary of State's Office. The Secretary of State publishes this brochure as a guide to help you understand the responsibilities and the duties of the Office.

Our staff looks forward to serving you!

Janice K. Brewer
JAN BREWER
Secretary of State

Inside: The State Seal of Arizona.